

II. PARENT/GUARDIAN INFORMATION

Name(s):	
Address:	
Telephone:	E-mail:

III. EMERGENCY CONTACT (if different from Parent/Guardian)

Name(s):	
Address:	
Telephone:	E-mail:

IV. PERSONAL STATEMENT

Please write a brief statement outlining your motivations and goals for off-campus study, and how your program of choice will help enhance your academic program and/or career goals.

V. SUPPLEMENTAR SPRING SEMESTER QUESTIONS

*There is a cap on spring semester off-campus study enrollment equal to 3% of the number of full-time degree-seeking students enrolled at the College during the prior academic year. **Only if you intend to study off campus in the spring semester**, please answer these supplementary questions. Your answers to these questions will be used to select spring candidates. Academic considerations will carry the most weight:*

Curricular and Co-Curricular Questions
Do you participate in fall co-curricular activities? (Please list)
If you will be a junior, does your department require you to complete Junior I.S. in the fall? (Circle one) YES NO
Is there a required course in your major you can only take next fall? (Please explain)
Please explain how off-campus study will enhance your academic plan:

Program-specific Questions
Is this program offered only in the spring? (Circle one) YES NO
Does the fall program calendar make only spring enrollment feasible for you? If so, please explain why.

If you are not selected for spring off-campus study, would you like to be added to the fall applicant list for the upcoming academic year? (Circle one) YES NO

Other Comments:

VI. STUDENT AGREEMENTS

Please initial each item and sign at the bottom:

- _____ I have explained to my parents/guardians that I am applying to study off campus. I have discussed with them the billing policy (see below)*** for off-campus programs.
- _____ I have read and understand the College's policies on off-campus study (found on the IPO website).
- _____ I have read and understand the College's Off-Campus Study Refund Policy (found on the IPO website) and have discussed this with my parents/guardians.
- _____ I currently maintain a minimum cumulative grade point average of 2.5.
- _____ I am currently NOT on academic probation for failure to meet the minimum academic requirements of the college. I understand that I may not participate in an off-campus study program if I am on academic probation.
- _____ I am currently NOT under sanction by the College's judicial system for a violation of the Code of Academic Integrity or the Code of Social Responsibility, and remain in good standing under those Codes.
- _____ I will permit the College to release my forwarding address while off campus to others who request it (College, fellow students, etc.), and to release my name to other students interested in my program and / or region of off-campus study.
- _____ I will participate in the REQUIRED Pre-Departure Workshop (you will be notified of the date in your approval letter).
- _____ I will complete the REQUIRED Off-Campus Program Evaluation Form upon my return to campus. Failure to do so will result in a \$50 fine.

I certify that I have answered the above questions honestly. I grant the College permission to release to the off-campus study program information regarding my academic and social standing at the College of Wooster. In addition, I understand that I must submit a separate application to the program in question by their deadline. Finally, I understand that I must submit the Off-Campus Program Evaluation to the IPO no later than two weeks following my return to campus from a semester or full year off-campus, and that my failure to do so will result in a charge of \$50 through the Business Office.

Signature

Date

***Billing Policy for Off-Campus Programs

The amount of **tuition** that will be billed by The College of Wooster for an Endorsed Program will be equal to the *tuition* portion of Wooster's Comprehensive Fee, or the program's actual tuition charge, **whichever is higher**. Other fees billed by the College of Wooster will be based on the off-campus study program's non-tuition fees. An Off-Campus Study Administrative Fee equal to 1% of the College Comprehensive Fee will be assessed to defray the cost of arranging Wooster's participation in the program, granting course credit for the program, maintaining the student's registration records, coordinating the billing and payment of fees, and carrying out other administrative tasks related to the program. Payment of all billed fees is due within 30 days of the invoice billing date. Please refer to the Fees and Billing for Off-Campus Study Programs available at <http://www.wooster.edu/business> and the Financial Aid for Off-Campus Study available at <http://www.wooster.edu/financialaid> for more complete billing information.

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